

# October

# 2023

**Bi-weekly**- paid on an hourly basis  
**Monthly**- paid monthly salary  
**New Hire**- starting new role within the month

| Sunday | Monday  | Tuesday  | Wednesday                                 | Thursday | Friday   | Saturday  |
|--------|---|--|---|----------|--|---|
| 1      | 2<br>Biweekly 20 Time Card Approval Deadline @ Noon   | 3  | 4   | 5        | 6<br>Biweekly 20 Pay Date<br><br>Retro Costing Processing  | 7   |
| 8      | 9   | 10<br>Biweekly 21 Change Request Deadline<br><br>Biweekly 22 New Hire Deadline | 11  | 12       | 13<br><br>Retro Costing Processing                         | 14<br>Biweekly 21 Period End Date (Time card entry Deadline end of day) |
| 15     | 16<br>Biweekly 21 Time Card Approval Deadline @ Noon<br><br>October Monthly New Hire Deadline | 17   | 18<br>October Monthly Data Entry Deadline | 19       | 20<br>Biweekly 21 Pay Date<br><br>Retro Costing Processing | 21  |

|    |  |  |    |    |    |   |
|----|--|--|----|----|----|---|
| 22 | 23   | 24<br>Biweekly 22 Change Request Deadline<br><br>Biweekly 23 New Hire Deadline | 25 | 26 | 27 | 28<br>Biweekly 22 Period End Date (Time card entry Deadline end of day) |
| 29 | 30<br>Biweekly 22 Time Card Approval Deadline @ Noon | 31<br>October Monthly Pay Date   |    |    |    |   |